



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ACCOUNTING ADMINISTRATOR I, SUPERVISOR

\$5,079-\$6,127

ACCOUNTING SERVICES BUREAU

SACRAMENTO

The Department of Insurance has an opening to be filled at the Accounting Administrator I, Supervisor classification in the Accounting Services Bureau's Revolving Fund/Payroll Unit. The incumbent will directly supervise five professional level accounting staff in the Revolving Fund/Travel Unit.

RESPONSIBILITIES:

Under the general supervision of the Accounting Administrator II, this position plans, organizes and directs the workload of the Revolving Fund/Payroll Unit in the Department of Insurance.

Specific duties are as follows:

- Work with American Express, Control Agencies and Travel agencies to maintain CDI Business Travel Accounts for airfare and commercial car rentals.
- Manage CalATERS (California Automated Travel Expense Reimbursement System) to ensure all travel forms are properly received, audited and paid.
- Ensure expenditure reports are accurate and shared with management timely. Ensure corrections or revisions are quickly and accurately processed.
- Ensure all travel related expenditures are properly recorded and reconciled timely.
- Manage the maintenance and improvement of travel information on the Department Intranet.

DESIRABLE QUALIFICATIONS:

- Direct knowledge and experience with State accounting principles, methods, and procedures.
- Knowledge and experience of the principles and practices of CALSTARS and CalATERS.
- Have excellent oral, written, and analytical skills.
- Ability to maintain a courteous and professional demeanor at all times.
- Ability to work independently as well as part of a team.
- Ability to be flexible and able to work in a fast-paced office environment.

WHO MAY APPLY: Applications will be accepted from current State employees at the Accounting Administrator I (Supervisor) classification, those within transfer range, or individuals who have list eligibility. All interested candidates must submit a completed standard State of California application and a "Statement of Qualifications" (SOQ) in order to be considered for this position. The SOQ is a narrative of your education, training, experience, and skills as it relates to the desirable qualifications listed above. The SOQ serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length. An SOQ is required in order to be considered for this opening and does not take the place of a resume. If you do not submit a completed SOQ, your application will not be considered. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. **All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.** All applications will be reviewed, however, only the most qualified candidates will be interviewed.

APPLICATION PROCEDURE: Send a completed standard State of California application and Statement of Qualifications to Tina Brown, Human Resources Management Division, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Accounting Administrator I, Supervisor #413-192-4549-001 on the State application.** For additional information, please call (916) 492-3351.

FINAL FILING DATE: May 10, 2012 or Until Filled

NOTE: Interested individuals must submit applications in order to be considered for this position.

05/04/12 tb

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF
RACE, COLOR, CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION,
AGE OR SEXUAL ORIENTATION.
